RECORD LAYOUT FOR .TXT FILE

**Name Length (Start-End) Justification**

psnet\_hold 12 (1-12) Left (postnet info from Ace Plus)

divert\_flag 1 (13-13) Right (divert the piece to divert bin at the inserter)

weight 1 (14-14) Right (for indicia project)

acct\_seq 8 (15-22) Right (position of acct in file, ie 1 = first account)

zip\_code 10 (23-32) Left (from customer data)

acct\_num 20 (33-52) Right (customer account number)

mail\_code 1 (53-53) Right (see bottom for list of mailcodes)

ac\_image 5 (54-58) Right (# images in the acct)

insert\_code 5 (59-63) ‘1’ in a column pulls the insert from that insert bin

addr1 40 (64-103) Left

addr2 40 (104-143) Left

addr3 40 (144-183) Left

addr4 40 (184-223) Left

addr5 40 (224-263) Left

addr6 40 (264-303) Left

start\_page 7 (304-310) Right (starting page # of acct)

ltr type 1 (311) letter type for Daily Letter, AFP code for others

ltr code 3 (312-314) can be use for all purpose

afp code 3 (315-317) can be use for all purpose

stmt image count 5 (318-322) ***STMT\_PAGES*** image count for stmt pages, not including chk image pages

enotice date 8 (323-330) ***ENOTICE\_DATE*** enotice date. DL only

afp code 1 (331) ***AFP\_CODE*** name of afp file that contains the letter. DL only (1 for new format)

EOC flag 3 (332-334) ‘1’ – last letter of grp, ‘0’ otherwise. DL only

group image count 5 (335-339) total image count for the group. DL only

group sheet count 5 (340-344) physical sheet count for the group. DL only

e-suppression Flag 1 (345) ‘z’ for eStatement/eNotice suppression.

grouping Flag 1 (346) for DL only

application code 2 (347-348) for DL only

acct\_no\_type 1 (349) for DL only (1=acct#, 2=loan#, 3=cif#, 4=plan#)

ncoa indicator 1 (350) “c” mean address has changed

acct sheet count 5 (351-355) ***PHY\_PAGES*** Right (total physical sheet count for the account)

sheet count tray1 4 (356-359) ***TRAY1\_SHEETS*** Right (tray1 sheet count for the account)

tray1 mode indicator 1 (360) ***TRAY1\_MODE*** ‘s’ – simplex, ‘d’ – duplex

sheet count tray2 4 (361-364) ***TRAY2\_SHEETS*** Right (tray2 sheet count for the account)

tray2 mode indicator 1 (365) ***TRAY2\_MODE*** ‘s’ – simplex, ‘d’ – duplex

sheet count tray3 4 (366-369) ***TRAY3\_SHEETS*** Right (tray3 sheet count for the account)

tray3 mode indicator 1 (370) ***TRAY3\_MODE*** ‘s’ – simplex, ‘d’ – duplex

sheet count tray4 4 (371-374) ***TRAY4\_SHEETS*** Right (tray4 sheet count for the account)

tray4 mode indicator 1 (375) ***TRAY4\_MODE*** ‘s’ – simplex, ‘d’ – duplex

sheet count tray5 4 (376-379) ***TRAY5\_SHEETS*** Right (tray5 sheet count for the account (for future use)

tray5 mode indicator 1 (380) ***TRAY5\_MODE*** ‘s’ – simplex, ‘d’ – duplex (for future use)

filler 20 (381-400)

fixed-msg1 indicator 1 (401) ***FIXED\_MSG1*** ‘1’ – fixed message1 is used, ‘ ‘ otherwise

fixed-msg2 indicator 1 (402) ***FIXED\_MSG2*** ‘1’ – fixed message2 is used, ‘ ‘ otherwise

fixed-msg3 indicator 1 (403) ***FIXED\_MSG3*** ‘1’ – fixed message3 is used, ‘ ‘ otherwise

fixed-msg4 indicator 1 (404) ***FIXED\_MSG4*** ‘1’ – fixed message4 is used, ‘ ‘ otherwise

fixed-msg5 indicator 1 (405) ***FIXED\_MSG5*** ‘1’ – fixed message5 is used, ‘ ‘ otherwise

sel-msg1 indicator 1 (406) ***SEL\_MSG1*** ‘1’ – selective message1 is used, ‘ ‘ otherwise

sel-msg2 indicator 1 (407) ***SEL\_MSG2*** ‘1’ – selective message2 is used, ‘ ‘ otherwise

sel-msg3 indicator 1 (408) ***SEL\_MSG3*** ‘1’ – selective message3 is used, ‘ ‘ otherwise

sel-msg4 indicator 1 (409) ***SEL\_MSG4*** ‘1’ – selective message4 is used, ‘ ‘ otherwise

sel-msg5 indicator 1 (410) ***SEL\_MSG5*** ‘1’ – selective message5 is used, ‘ ‘ otherwise

msg-box1 indicator 1 (411) ‘0’ – default message; ‘1-9’ indicates message type

msg-box2 indicator 1 (412) ‘0’ – default message; ‘1-9’ indicates message type

msg-box3 indicator 1 (413) ‘0’ – default message; ‘1-9’ indicates message type

msg-box4 indicator 1 (414) ‘0’ – default message; ‘1-9’ indicates message type

msg-box5 indicator 1 (415) ‘0’ – default message; ‘1-9’ indicates message type

hvy account indicator 1 (416) ‘1’ need to pull cover sheet, ‘ ‘otherwise

mail\_conf\_acct\_seq 9(417-426) Use for unique sequence number use for full imb and outbound

mc\_current\_balance 10(477) Current Stmt Balance capture for mail confirm inbound

mc\_total\_amt\_due 8(488) Total Stmt due amount for mail confirm inbound

ace\_error\_code 4(497-500) Error Code returned from ACE (ie, E412, E601, etc) if any

**MAILCODES:**

a = Audit (aud)

f = Foreign (fgn)

m-q = Print and Mail, no inserts (pm1-pm5)

M-Q = Print and Mail with inserts (sm1-sm5)

r-v = Print and Return to customer (rt1-rt5)

z = non print (nop)

y, x, w = non print (np1- np3)

1-9 = Special files (sf1-sf9)

h-l = UCSF Blue and White returns (rt6-rt0)

e = Estatement suppression from paperless file (e.sup)

d = Estatement suppression from datafile (e.sup2)

A, B, C = suppressed accts. Create pdf only for these selective accts (pdf1-pdf3)

**CODES FOR SIR**

These codes are used to explain how inserts are obtained, and give instructions on how to fill .ins file

1. inserts are assigned by the program

* enter weight only

1. inserts for everybody

* enter weight and use 00000-99999 as zip range

1. inserts by selective zip ranges

* enter weight and input all zip ranges
* see /home/insert/sample.ins for example.

1. inserts by list of accounts

* enter weight in correct insert line
* syntax for insert by list is -> INS\_BY\_ACCT: listname (I or X) bin\_num
* see /home/insert/sample.ins for example

e) change mail code by list of account numbers

* Syntax: MC\_BY\_ACCT: acct\_filename mailcode e.g. /d/acctmat.txt m
* MC\_BY\_ACCT can be used multiple times

f) estatement paperless suppression by list of account numbers

* Syntax: ESUP\_BY\_ACCT: acct\_filename mailcode, use mailcode e only with this option
* e.g. /d/acctmat.txt e

g) divert packages to a special bin for special attention accts by list of account numbers

* Syntax: DVRT\_BY\_ACCT: acct\_filenameching
* e.g. /d/divert\_list.txt

1. pdf only for these selective accounts

- Syntax: PDF\_BY\_ACCT: acct\_filename mailcode(A, B, or C)

- e.g. /d/pdf\_list.txt A

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Application Specific Fields \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

CHFA Residential Statements

Delinquency Flag 1 (311)

Man Code 1 (312)

CTHY Statements

Branch Code 4 (346-349)

.acc Stmt handling code 1(330)

EWBB and DCBB DDA Statements

Branch Code 4 (397-400)

FCSB (DDA/SAVING/DAILY LETTERS)

Bank Code 1 (312) FN – First National; FH – Forthood

Type 3 (315-317) Stmt – ‘STM’

DDA/SAV 2 (313-314) DDA – ‘DD’; SAV – ‘SV’

Start Date 8 (381-388)

Due Date 8 (389-396)

UCSF (R&W) UCSF (B&W)

Message 1 (346) Patient Name CD 40 (437-476)

Patient Name 40 (427-466) Admission Date 8 (457-464)

Admission Date 8 (467-474) PT String 1 (465-466)

PT String 1 (475-476) Bill Type CD 20 (467-486)

CHMP (Data Mailer –chmpds1) (Discontinued)

Amount Due 15 (381-396)

JPRI (ALL)

ABA Number 10 (431-441)

Routing Number 15 (441-456)

Check Amount 10 (456-466)

Remit ID 10 (466-476)

UNCBMS11 & uncb\_address\_range.pl (Discontinued)

Return addr1 40 (420-460), Region: 2(312-314)

2DSTAX & 2DSTAX\_EBED projects (NTSB, KFCU, etc)

3rd Suppression Flag 1(426)

ALSY (Monthly Bid applications: alsymo1 & alsymo2)

Starting images for different types of paper (Indicator for print step) 451 and up

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Standard Print Modules\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

2DDD1IND.dfa : 1 pre-print and double sided print 2DSS1IND.dfa: 1 pre-print and single sided print

2DDD2IND.dfa: 2 pre-prints and double sided print 2DSS2IND.dfa: 2 pre-prints and single sided print

2DSD2IND.dfa: 2 pre-prints, 1st page simplex, 2nd page duplex 2DSDDAILY.dfa: can handle up to 4 diff preprints.

2DSDAILY.dfa: 1 pre-print single side print for daily apps